

# CITY OF RACINE

## Sole Source, Public Exigency or Previous Provider Form for Professional Services

Department: **PRCS**

Date: **June 19, 2015**

Supplier/Contractor: **Mork Mausoleum Construction, Inc.**

Procurement - In accordance with Sec. 46-28 of the City of Racine Code of Ordinances, professional services may be procured without bidding under certain circumstances.

### Business Rationale

1. Provide detailed information about why you need to acquire these professional services:

**See Item 1 on attachment**

2. Has your department procured these services in the past?  Yes  No

If yes, who was the contractor/supplier and was the requirement competitively bid or sole source? What was the last date and price paid for the services?

**There has been some nontechnical cosmetic repairs to the crypt exteriors only.**

3. What are the unique qualifications this supplier/contractor possesses? Provide specific, measurable, qualifications/factors.

**See Item 3 on attachment.**

4. If a public exigency exists, please explain.

**No specific need for emergency repairs; however, the crypts at Mound & Graceland cemeteries are in a declining condition.**

5. Were alternative services evaluated? If yes, what were they and why were they unacceptable? Please be specific with regard to features, characteristics, requirements, capabilities and compatibility. If no, why were alternatives not evaluated?

Yes, Crypts were evaluated by an Architect that specializes in crypt construction & rehabilitation. See additional explanation on attachment Item 5.

6. What efforts were made to get the best possible price?

Contacted a contractor in the Chicago area for pricing. The pricing was considerably higher.

7. Will this purchase obligate the City to this supplier/contractor for future purchases, for example licensing or continuing need?

Yes  No

If yes, please provide details regarding future obligations and/or needs:

Crypt repairs will be limited to \$40,000 per year. In October 2013, the total expected repairs were \$183,314. See attachment #7 and Attachment B, Consultants Report.

8. Why is the price for this purchase of professional services considered to be fair and reasonable?

Prices were based on past pricing from the Consultant.

9. Amount to be paid:

Actual  Estimated

10. What will be the financial or other impact to your department if this source is not approved and a competitive bid is required?

See Attachment Item 10.

**Term**

One time purchase

Ongoing purchase

Will continue 3 to 4 budget years

Source procurement begin date: Upon Approval Source procurement end date: 2019

Number of potential renewal options:

Four